

# DEPARTMENT OF THE ARMY HEADQUARTERS, AREA II SUPPORT ACTIVITY UNIT #15333 APO AP 96205-5333

REPLY TO ATTENTION OF

IMKO-AB-PWH

3 1 MAR 2006

#### COMMAND POLICY # 2-12

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area II Furnished Apartment Program (FAP)

## 1. REFERENCES:

- a. AR 210-50, Housing Management (Installations), 13 October 2005.
- b. Korea Regional Office (KORO) Suppl 1 to AR 210-50, 12 December 2002.
- 2. This Command Policy supersedes HQ, Area II SA Command Policy #2-12, Area II Junior-Non-Commissioned Officer (E5/E6) Furnished Apartment Program, 9 June 2004.
- 3. **PURPOSE**: To establish policy, responsibilities and procedures for the Area II Furnished Apartment Program (FAP).
- 4. APPLICABILITY: This policy applies to all incoming U.S. Army, Air Force, Navy and Marine Corps unaccompanied, non-command personnel in grades E-1 through O-6 who are assigned to Area II. Dual Military couples are included (not Joint Domicile). Personnel with joint domicile orders may be eligible for assignment to government quarters as priority 4. Service members who cannot be adequately housed on post in unit barracks or bachelor enlisted or bachelor officer quarters (BEQ or BOQ) will be permitted to move to off-post housing, only after all avenues for adequate on post housing have been explored and exhausted. This policy also applies to all personnel in the above categories who are entering into a new lease agreement. This policy does not apply to personnel in the above categories who are renewing a lease agreement on the same property.
- 5. BACKGROUND: The Area II JNFAP was established in November 2003 as a means to provide adequate, economical housing accommodations for junior noncommissioned officers, thus improving their quality of life (QOL) while assigned to Yongsan. The program replaces the Area II Shared Apartment Program where service members were mandatorily assigned to an apartment with a roommate. Under the JNFAP, each service member may live alone in an apartment.

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## 6. DISCUSSION: There are a number of benefits of the Area II FAP:

- a. Increases the service members' quality of life while assigned to Korea, thereby making Korea an "assignment of choice."
- b. Service members acquire private economy housing. They are not required to have a roommate.
  - c. All furniture are new or nearly new and are furnished by the landlord.
- d. Saves the government furnishings costs. The Housing Division does not have to deliver or pick up furniture and appliances. The landlord will provide all items listed on Enclosure 1.
- e. Eliminates the need for Housing Division personnel to resolve or intervene in roommate conflicts (i.e. smokers vs. non-smokers, lifestyle differences, age differential, etc.).
- f. Reduces administrative actions/coordination that were necessary under the Shared Apartment Program.
- 7. **RESPONSIBILITIES**: Chief, Housing Division will oversee the FAP and shall ensure the program is fairly and uniformly administered.
- a. Chief, Housing Services Office (HSO), formerly the Community Housing Relocation Referral Services (CHRRS) shall serve as the FAP Manager and ensure the following is accomplished:
- (1) Brief all personnel on the program, outlining tenant, landlord, realtor, finance, and chain of command responsibilities.
- (2) Every apartment is inspected prior to new or initial occupancy. Apartments previously approved for occupancy will require a new inspection before lease approval; this will be accomplished jointly by the individual and/or realtor/landlord. Apartments that fail to adhere to Area II housing standards will be removed from the FAP.
  - (3) Coordinate with realtors/unit commanders on delinquent service members.
  - (4) Conduct daily economy housing briefings.
  - (5) Ensure all apartments meet housing standards at all times. Eliminate apartments that do not comply with established standards (i.e. health, sanitation, landlord/realtor responsibilities, etc.)

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(6) Process all required paperwork, i.e., lease, overseas housing allowance (OHA), miscellaneous housing allowance (MIHA), requests for advance rent/deposit [for Army personnel, DA Form 4187], Automatic Rent Collection [ARC – Army personnel only], and final TLA memorandum.

#### c. Service members:

- (1) Will attend economy housing briefing within 24 hours of in-processing into the housing office, and receive the FAP briefing prior to apartment assignment.
- (2) Will fill out Quality Inspection checklist with the landlord and/or realtor within 15 days of occupying the premises. (Enclosure 2)
- (3) Will not share apartments. Personnel who are married to another service member, including joint domicile will be mandated to furnished apartment program. However, personnel with joint domicile orders assigned for 18 24 months, they may be eligible for assignment to government quarters as priority 4.
- (4) Will each have own lease agreement and pay the monthly fair market value (FMV) for rent (utilities included). Water, telephone and cable are not automatically included, and therefore any costs will be agreed upon between the service member and landlord/realtor. Service members who exceed monthly utility costs will pay for any excess charges. Service members will request monthly receipt for utility usage.
  - (5) Will receive their MIHA.
- (6) Will pay realtors' fee and monthly rent (due NLT 5<sup>th</sup> day of the month). Commanders/First Sergeants will be notified of service members who fail to pay their rent on time. Service members may be subject to UCMJ, involuntary termination of lease and/or case referral to Yongsan Criminal Investigation Division (CID).
  - (7) Will abide by generally accepted rules for living on the Korean economy.
- (8) Will care and safeguard all furniture and appliances. Damages as a result of misuse, neglect, etc. will result in charges to the service member. If all parties agree, payment may be deducted from available security deposit.
- (9) Will abide by Area II Support Activity Policy Memorandum 5-11, Noise Control, 13 November 2003 (Enclosure 4).
- (10) Will provide landlord Lease Agreement Termination Notice a minimum of 30 days before termination of contract (i.e. PCS, ITT, BEQ/barracks assignment).

#### d. Unit commanders will:

(1) Counsel their service members on their responsibilities in the FAP (i.e. payment of rent and other costs, care and maintenance of provided furnishings, etc.). For service members who fail to abide by the program, unit commanders may impose disciplinary action in accordance with the UCMJ.

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- (2) Conduct random Health and Welfare inspections to ensure their service members are living up to KORO housing standards.
- 8. Housing division point of contact is Chief, Housing Services Office, 738-1712.
- 9. This policy memorandum will remain in effect unless superseded or rescinded.

4 Encls

- 1. Furnishings Listing
- 2. Housing Standard
- 3. Inspection Checklist
- 4. Area II Command Policy #5-11, Noise Control

RONALD C. STEPHENS

COL, SC Commanding

DISTRIBUTION:

Α

1-Ea FAP Service Member

## **FURNITURE & APPLIANCES**

## AREA II FURNISHED APARTMENT PROGRAM (FAP) FURNITURE ALLOCATION

The following are the minimum furnishings requirements that will be provided by the landlord:

- BEDSTEAD, W/FRAME
- 2. BEDSPRING
- 3. MATTRESS
- 4. NIGHT TABLE
- 5. CHAIR, EASY, WARM
- CHAIR, STRAIGHT, WITHOUT ARM, 2 4
- 7. DESK, with CHAIR
- 8. DRESSER, 4 6 DRAWERS
- 9. SOFA, 2 3 SEAT
- MIRROR, with BRACKET
- 11. TABLE, DINING
- 12. WARDROBE
- 13. WASHER
- 14. DRYER
- 15. RANGE
- 16. REFRIGERATOR

\*\*\* NOTE: Service members are responsible for care and maintenance of the above items during occupancy. Damages beyond normal fair wear and tear will be paid appropriately to the landlord/realtor. You will not be permitted to clear housing until outstanding issues are resolved. Coordinate with the landlord/realtor for any maintenance issues. \*\*\*

Enclosure 1

## Yongsan / K -16 OFF-POST HOUSING STANDARD

GRADE	MAX RENTAL K-16	MAX RENTAL YONGSAN	REMARKS
E1 - E6	*W1,900,000	* W2,200,000	Max. 26 Pyong Net Approx. 936 Net sqft
E-7 – E9 O1 – O3 CW1 –CW3	*W2,200,000	* W2,800,000	No Size Restriction
04-05	*W2,500,000	*W3,100,000	No Size Restriction
O6	*W2,500,000	*W3,400,000	No Size Restriction

Note: \* Rental prices reflect without utility.
If dual military, SM is authorized to go with category for higher ranking personnel.

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